

REVISED 2/23/09

Request for Proposals
for
Workforce Investment Act Service Provision
in
Indiana Economic Growth Region 4

Services to be Delivered

July 1, 2009– June 30, 2011

RFP Issue Date: February 23, 2009

Important Dates:

Mandatory Letter of Intent Due: Monday, March 2, 2009
Mandatory Bidders Conference: Thursday, March 5, 2009
Additional Questions Due: Wednesday, March 11, 2009
Proposal Due Date: Monday, March 23, 2009
Organization Interviews: Thursday, April 2, 2009
Award Announced: Week of April 13, 2009
Contract Negotiations Begin: Week of April 20, 2009
Contract Begins: July 1, 2009

Table of Contents

- I. Background & General Information
- II. Characteristics of Successful Bidder (s)
- III. Rights and Assurances
- IV. RFP Process and Proposal Narrative
 - A. RFP Process
 - B. Organizational Background, Qualifications & History
 - C. Plan of Service
 - D. Management Plan
 - E. Partnership Coordination & Integration
 - F. Transition Activities
 - G. Financial Management and Costs
- V. Proposal Requirements
- VI. Cover Sheet and Attachments
 - H. Attachment A - Proposal Cover Sheet and Summary
 - I. Attachment B – Budget Worksheet
 - J. Attachment B-1 – Staffing Budget
 - K. Attachment C - Non-Collusion Affidavit
 - L. Attachment D - Assurances & Certifications
- VII. Glossary of Terminology

I. Background and General Information

Tecumseh Area Partnership, Inc. (TAP) is a 501(c)(3) organization contracted by the West Central Indiana Region 4 Workforce Board also known as Alliance 4 Advancement, to serve as the Regional Operator in Economic Growth Region 4 (EGR 4) and as such is responsible for the administration and oversight of employment and training services within the Region. EGR 4 is located in West Central Indiana and consists of Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren and White. The Region 4 website may be visited at <http://www.region4workforceboard.org>.

The Indiana Department of Workforce Development has mandated that employment and training services throughout Indiana be delivered through an integrated service delivery system. For more information regarding the integrated service delivery system please review Indiana's policy 2007-20, Regional Integration Policy located at <http://www.in.gov/dwd/2544.htm>.

Tecumseh Area Partnership is issuing this Request for Proposals (RFP) to procure workforce development services in WorkOne Centers on behalf of the Alliance 4 Advancement. The Regional Operator intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the region. Traditionally, these services have been referenced as Adult, Dislocated Worker, and Youth services; however, as a result of the newly integrated system, the services being sought under this RFP differ in content and role as those services subcontracted in the past.

In the integrated service delivery model, all adult and youth customer services are delivered by functional teams that are comprised of individuals from a variety of funding streams and organizations. Team activities and workload are coordinated by a center manager known as the Regional Coordinator. The functional teams are as follows: Talent Assessment, Skills Development/ Career Awareness, Youth, Products and the Business Services. All staff performs his or her job tasks in a specific functional area. In this setting, neither job titles nor organizational boundaries are used to differentiate staff from one organization to another.

This integrated service strategy has been set by the Regional Operator and implemented by the Leadership Team. Continuous improvement is the responsibility of both the Regional Operator and Leadership Team. (See the glossary for the definition of Leadership Team.) Interested organizations are encouraged to go to the Region 4 website at www.region4workforceboard.org to read the EGR 4 integration plan in its entirety.

There are ten WorkOne Centers in Economic Growth Region 4, two full service centers and eight express. Full Service WorkOne Centers are located in

Lafayette and Kokomo. The express sites are located in Covington, Crawfordsville, Delphi, Frankfort, Logansport, Monticello, Peru & Tipton. Organizations have the opportunity to bid on operating a WorkOne Center/s as developed through EGR 4's Integration plan. The following are the duties involved with running a center:

- Overall Center Management
- Coordination with partner organizations
- Oversight and coordination of services delivered by staff from Talent Assessment, Skills Development/Career Awareness, Products, Business Services and Youth Teams
- Marketing, outreach, and customer recruitment in coordination with Regional Operator of WorkOne services
- Integrated service delivery for adults and dislocated workers at satellite locations known as access points
- Successful performance goals and outcomes
- Tracking and reporting
- Coordination with Management Information Team (MIT) staff to provide quality control for data gathered at Centers throughout the Region (MIT Staff may be part of an organization's management staff)
- Coordination of business services with the Business Services Manager who functionally supervises the business services team
- Active participation in the Regional Leadership Team.

II. Characteristics of Successful Bidder (s)

The Board is seeking qualified entities to provide innovative high quality integrated services. Organizations making application must demonstrate experience and expertise in the characteristics listed below:

- Customer service oriented staff and leadership
- Achievement of performance related goals
- Data management and demonstrated data integrity
- Competent management with results driven vision
- Cooperative management and staff
- Collaboration with partners on projects and/or programs with successful shared results
- Ability to align staffing and leadership with West Central Indiana Workforce Board vision
- Flexibility and ability to adapt to change with minimal disruption in service
- Creativity

The resulting contract(s) with the successful bidder(s) will be for a two-year period, July 1, 2009 to June 30, 2011. Based on performance, the contract may be renewed one additional year, July 1, 2011 to June 30, 2012. The form of the contract will be cost-reimbursement.

By contracting with the Regional Operator, organizations that receive Workforce Investment Act Funds are acknowledging their role in the regional achievement of WIA/Common Measures. Each organization holds crucial pieces of the process which move the region to successful WIA/Common Measures performance. At contracting, each organization's performance targets by service area will be given and incorporated into the contract. It is expected that performance targets are met as outlined in the contract. Reports to the Regional Operator are required.

The successful bidder(s) will provide services in all or a major portion of the office locations effective on or after July 1, 2009. Under the guidance of the Regional Operator the successful bidder(s) must coordinate services and operations with partners in the WorkOne centers to ensure a smooth and seamless transition. The goal of the process is to serve customers continuously and effectively with the least possible disruption.

III. Rights and Assurances

The Regional Operator reserves the right to reject portions or the entirety of any or all proposals received or to award, without discussions or clarifications, a contract on the basis of initial proposals received, if that is deemed to serve the best interests of the Board and Region 4. Further the Regional Operator reserves the right to conduct discussions, either oral or written, with those respondents determined to be reasonably viable candidates for award. If discussions are held, best and final offers may be requested. Successful bidder(s) may be asked to further negotiate their proposal before the Regional Operator will make any final commitment.

Therefore, each proposal should contain the respondent's best terms from a price and technical standpoint. The Regional Operator also reserves the right to reopen discussions after receipt of best and final offers if it is deemed to serve the best interests of the Board and Region 4.

This Request for Proposals is not in itself an offer of work nor does it commit the Regional Operator to fund any proposals submitted. The Regional Operator is not liable for any costs incurred in the preparation or research of proposals.

All commitments made by the Regional Operator are contingent upon the availability of funds and the Regional Operator reserves the right to award an amount less than the total funds available for bid contained in this RFP.

The Regional Operator assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political

affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participate in any WIA Title 1-financially assisted program or activity;

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The Regional Operator also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the Regional Operator's operation of the WIA Title 1-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title 1-financially assisted program or activity. The Regional Operator understands that the United States has the right to seek judicial enforcement of the assurance. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

The Regional Operator is exempt from federal, state and local taxes and will not be responsible for any taxes levied on the respondent resulting from the contract based on this RFP.

The specifications in this RFP may change based on issuance of State or Federal policy, SWIC, or WIA re-authorization. The Board will work with the successful bidder(s) to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder(s) agrees to work cooperatively with the Regional Operator to comply with subsequent changes.

By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the Regional Operator awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The Regional Operator reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.

By submitting a proposal the bidder assures that it will provide additional services as requested under additional grants awarded to the West Central Indiana Regional Workforce Area.

The bidder(s) assures that if awarded a contract by the Regional Operator, it will comply with Regional, State and Federal program and financial regulations, policies and directives, as well as comply with any and all monitoring requirements.

IV. RFP Process

On February 23, 2009, the RFP will be released for bids. Below is a list of key deadlines and requirements related to the RFP:

Date	Time	Requirements of RFP Process
Monday, March 2, 2009	4:00 pm Central Standard Time	Mandatory letter of Intent to bid. Organizations must use the form letter attached to this proposal.
Thursday, March 5, 2009	1:00 pm Central Standard Time	Mandatory Bidders Conference @ TAP Admin Offices
Wednesday, March 11, 2009	4:00 pm Central Standard Time	Last date to submit questions regarding this RFP. Questions will be accepted only if sent electronically, by fax, or mail to the contact person listed.
Monday, March 23, 2009	4:00 pm Central Standard Time	Complete proposals submitted. This includes hard copy and electronic versions.
Thursday, April 2, 2009	1:00 pm. Central Standard Time	Interviews with organizations selected for final consideration for funding.
Week of April 13, 2009	No later than Friday, April 17 4:00 pm Central Standard Time	Award Announcement
Week of April 20, 2009	To be Determined	Contract Negotiations Begin
July 1, 2009	N/A	Contract Begins

V. Proposal Narrative

A. Organization Description, Characteristics, Qualifications, Performance History *(Proposal Evaluation 20 points - Page Limit – 10 pages)*

- Organization Description:
 - i. Organization overview
 - ii. Length of existence
 - iii. Vision
 - iv. Mission
 - v. Organizational strategic goals and current progress/results
 - vi. Programs currently offered and any other business activities you are engaged in.
 - vii. Legal status of your organization? Include as an exhibit a copy of your most recent business entity filing.
 - viii. Governance structure
 - ix. Organizational Leadership
 - 1. Bios of key organization leaders outlining expertise and experience in successful program management and leadership; include applicable qualifications and certifications
 - 2. Include as an exhibit a current org chart which clearly depicts lines of responsibility and authority
- Organization Characteristics & Qualifications:
 - i. Describe the strengths of the organization
 - ii. Describe the organization's process & measurements for successful customer service
 - iii. Describe the organization's current partnerships and collaborations; include current results which demonstrate shared vision and success
- Performance History:
 - i. Describe your experience serving individuals seeking assistance with workforce development needs such as employment assistance and/or training
 - ii. Describe your experience in implementing and providing oversight of programs and supervision to individuals from multiple organizations
 - iii. Outline all workforce related programs operated during the last two years.
 - 1. Provide brief program descriptions
 - 2. Funding amounts and sources
 - 3. Successful performance information.
- Assurances:
 - i. Provide a signed corporation resolution(s) which:
 - 1. Authorizes the submission of the proposal.

2. Authorizes the signatory on this proposal to sign the proposal, negotiate on behalf of the corporation and bind the corporation.
3. Copies of the resolutions may be made as Exhibits to the proposal which do not count in the page limit.
- ii. Should the primary point of contact be different than the authorized signatory, identify the person who will be the single point of contact with the Regional Operator and Fiscal Agent for this contract along with his/her contact information.
- iii. Include a list of board members and a list of board meeting dates for the next fiscal year.

B. Partnerships, Coordination & Integration (*Proposal Evaluation 10 points – page limit -3*)

- Partnerships
 - i. Describe past success in developing effective working relationships with workforce development partner organizations. Include at a minimum, Vocational Rehabilitation, Adult Education, Secondary & Post Secondary Education, training programs through Migrant Worker Programs, Job Corps, and Senior Employment Programs.
 - ii. Provide a matrix by county demonstrating effective relationships you have currently in place and any other partners or organizations you plan future collaborations.
- Coordination & Integration
 - i. Describe how Leadership Team Members and organization staff will work in cooperation with the Regional Operator to ensure coordinated management and integration of WorkOne service delivery.
 - ii. If your organization does not have experience with service integration and functional supervision, describe how you will accomplish this realignment. Include any required restructuring in your plan.

C. Plan of Service (*Proposal Evaluation 30 points - Page Limit – 15 pages*)

- **General Information**
 - i. Describe your organization's plan of implementation, based on Region 4's Integration Plan of the following:
 1. System integration for services
 2. Functional alignment of staff
 3. Workflow with the West Central Indiana WorkOne system.
 - ii. Describe how you will work with the Regional Operator and Indiana Department of Workforce Development and other service provider management staff to perform the following:
 1. Continuous improvement of the integrated system
 2. Utilize the common information management system known as TrackOne

3. Communicate within each WorkOne Center, between Centers, Management, and the Regional Operator.
 4. Meet WIA/Common Measures Performance Standards.
 5. Meet integrated system metrics as stated in Region 4's integrated services plan.
 6. Develop innovative services to enhance the integrated system.
- iii. Training:
1. Describe how you will insure that all staff participates in any training deemed necessary by the Regional Operator in order to sustain an integrated system while providing excellent customer service. Although in some cases the Regional Operator may procure the training, your budget should include a line item to project the cost of internal and external staff training.

o **Operation and Services of Centers**

i. Center Management

1. Identify the WorkOne Center(s) on which you are bidding
2. Describe how your organization is uniquely positioned to serve each of the communities listed above
3. Describe how your organization will assume the responsibility of implementing and overseeing center/centers. This includes performance, facilities management, policy, procedures, flow, work culture, security, and staffing.
4. Describe how your organization will functionally supervise staff from different organizations. How will you integrate with the formal supervisors from various providers?
5. Describe how customer feedback will be collected and used to make continuous improvements to services.
6. Describe how you will coordinate marketing and outreach services with the Regional Operator.
7. Describe how you will coordinate Center Management with the Regional Operator for system management.
8. Discuss your organizations most recent data validation report. Was data considered valid? If not, explain why.
9. Discuss your organizations most recent WIA/Common Measures performance. Were all performance measures met? If not, explain why.

ii. Services of Talent Assessment Team

1. Describe how the talent assessment team will provide services to customers including 10 data elements, assessment of needs, and enrollment into core and intensive services. Include a description of the process for an individual to move through each of these tiers of service.
2. Describe how this service area relates and flows to the Skills & Careers Teams.

3. Performance as it relates to this team:
 - a. Describe key performance targets related to successful customer service
 - b. Describe key performance targets related to successful common measure performance for this team
 - c. Describe how you will ensure appropriate services are provided and accurate data is entered into the Track One Management Reporting System.
 - d. Include an assurance that “real time” data entry will be made by this team.
- iii. Services of Skills & Careers Team
 1. Describe how the Skills & Careers team will develop a plan of service for customers enrolled into programs in the WorkOne Centers.
 2. Describe how all “products” available in the WorkOne Centers will be utilized to optimally serve the customer.
 3. Describe how the Skills/Career team member will determine a customer’s appropriateness for training services. For those customers who enter training, describe how funds will be managed appropriately.
 4. Describe partner organizations which you intend to involve in this service area. Include the process of how a customer will access partner services.
 5. Performance as it relates to this service area:
 - a. Describe key performance targets related to successful customer service.
 - b. Describe key performance targets related to successful common measure performance for this position.
 - c. Describe how you will ensure appropriate services are provided and accurate data is entered into the Track One Management Reporting System.
 - d. Include an assurance that “real time” data entry will be made by this team.
- iv. Services for Information Management & System Reporting:
 1. Describe the organization’s experience, capacity, and expertise for handling data, documentation & quality technology based documentation and reporting.
 2. Identify the individual(s) in your organization that will be providing these services for the Region.
 3. Describe how you will coordinate this work with the Regional Operator & Master User.
- i. Services of Business Services Team

1. EGR 4 supports the philosophy that all workforce services must be a formal and on-going strategy for both business customers and job seeker customers. Therefore, the Regional Operator functionally supervises the Business Services Team. The Business Services Team consists of Business Consultants. Describe the role your organization will play in coordinating with the business services team.

○ **Youth Programming and Services**

Youth services can be provided for youth ages 14 – 21. The Workforce Investment Act defines younger youth as those aged 14-18, older youth as those aged 19-21, in-school youth as those youth enrolled into some type of secondary or post secondary education, and out-of-school youth as those youth not enrolled in any type of secondary or post-secondary institution.

Region 4 will utilize the Jobs for America's Graduates (JAG) Program as the preferred model to serve in-school youth across the region. For more information on the JAG program please go to this site:

<http://www.jag.org>.

While common measures are designated for all youth, costs for services are designated for in-school and out-of-school youth.

1. Describe how your organization will provide the following services for youth:
 - a. Eligibility determination
 - b. Assessment of skills
 - c. Plan of service known as Individual Service Strategy
 - d. Case management
 - e. Counseling
 - f. Post secondary education opportunities
 - g. Linkages developed between academic and occupational training
 - h. Preparation for unsubsidized employment opportunities
 - i. Information about the local labor market, career and employment opportunities within the region.
 - j. Increasing educational functioning levels of those youth who are basic skill deficient
 - k. Follow up services that will be provided to youth upon exit from program
2. If applying for funding for in-school youth services,
 - a. Describe your understanding of the JAG model.
 - b. How will you implement the JAG program in areas that do not have a current JAG program?
 - c. For areas where the JAG model is not feasible, describe an alternate program model for in-school youth.

- d. Describe other in-school projects you plan to implement.
3. If applying for out of school youth services
 - a. Describe the chosen program model
 - b. the history,
 - c. Evidence of strong successful performance measures for proposed model
4. The Workforce Investment Act requires that youth be provided or have access to the 10 program elements. Describe the program design that your organization will use that incorporates all elements as listed below. Include all key milestones and start dates for specific projects.
 - a. Tutoring, study skills training and instruction leading to completion of secondary school
 - b. Dropout prevention
 - c. Alternative school services
 - d. Adult mentoring
 - e. Paid and unpaid work experiences, including internships and job shadowing
 - f. Summer employment opportunities linked to academic and occupational learning
 - g. Occupational skills training
 - h. Leadership development opportunities
 - i. Supportive services
 - j. Comprehensive guidance and counseling
 - k. Follow-up services for not less than 12 months as appropriate
5. How many youth do you plan to serve?
6. Demonstrate knowledge of performance requirements for the youth programs by describing :
 - a. How the programs will be managed to meet or exceed each of the WIA/Common measure performance standards.
 - b. Provide an assurance that services will also be designed to meet any additional quality standards established by the Board.
7. Performance as it relates to this service area:
 - a. Describe key performance targets related to successful customer service.
 - b. Describe key performance targets related to successful WIA/Common measures performance.
 - c. Describe how you will ensure appropriate services are provided and accurate data is entered into the Track One Management Reporting System
 - d. Include an assurance that “real time” data entry will be made by this team.

○ **Management Plan** (*Proposal Evaluation 10 points - Page Limit – 2 pages*)

1. Include an organizational chart(s) that illustrates the structure of your staffing to be used in support of the proposed programs. The

chart should display the management and administrative staff, as well. If your organization has multiple locations, please indicate which management positions are located within West Central Indiana Region 4 and those located outside the Region.

2. Complete the staffing worksheet for all positions for which you are requesting funding. This chart should match the staffing sheet provided in the attachments and clearly display the number of staff planned for each location along with position titles. This may be provided as an Exhibit and as such does not count toward the page limit. In an effort to fully integrate the services, the Regional Operator is suggesting that title's inside of a bidding organization match the integrated system profiles.
3. While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of all staff that will be involved in delivering services in Region 4.

○ **Transition Activities** *(Proposal Evaluation 10 points - Page Limit – 3 pages)*

1. Describe efforts that will be made to work cooperatively with the Regional Operator to ensure a smooth transition of customers, cases, and MIS in Economic Growth Region 4.
2. If you currently do not provide WIA services for Economic Growth Region 4, describe how you will work with the other service providers for an efficient transfer of files and customer caseloads.
3. Full transition and transfer of files may occur on or after July 1, 2009. Describe your plan for ensuring that services to clients will continue with little or no interruption during the transition. This description should specifically include a discussion of how services will be available in counties where your organization is not presently a service provider.
4. Describe how you will work with WIA providers to ensure a seamless coordinated transition.
5. How will transitioning impact staffing and hiring plans?
6. If you are an existing WIA provider, describe how you will assist in the transition of services in the event you are not funded by this project.

F. Financial Management and Budget

Proposal Evaluation 20 points - - Page Limit – 2

1. Financial Management

- a. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the internal financial accounting and management system. Provide an explanation and

samples of special reports you generate for your own management purposes or the purposes of your funding sources for the purpose of reporting and managing the funds you receive. Provide an assurance that you will participate, financially and operationally in regular reviews of your performance, including special report generation. Bidders should address the accountability of the organization in this section and provide one copy of the audit report for the most recent two years.

- b. Describe how funds will be managed to ensure that targeted expenditure levels are met but not exceeded within a reasonable cost per placement, and to ensure that these services remain available to clients throughout the program year.
- c. Has your organization had any questioned costs, disallowed costs, or compliance monitoring findings in the last three years? If so, submit documentation that these issues have been satisfactorily resolved. Provide copies of your WIA fiscal monitoring reports for the last two years, along with resolution letters to clarify.
- d. Contractors are responsible for the repayment of costs determined to be disallowed in accordance with applicable statutes, regulations, directives or mandates. Contractors must repay disallowed costs to the Board's Fiscal Agent within thirty (30) days of the final audit determination. Any disallowed costs must be repaid from local or unrestricted funds. If WIA costs you incurred in the West Central Indiana Region 4 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source? Is your organization eligible for a fidelity bond?
- e. Current providers must identify any leases currently held for WorkOne locations and/or equipment. In addition, any organization that is a successful bidder must agree to hold leases on WorkOne locations and equipment.

2. Budget

- a. The bidder should complete PY'09 budget on the included Attachment B and Attachment B-1. **Do not deviate from the budget format provided or your submission will be disqualified from consideration.** If you propose to provide additional funding from your corporation to supplement the allocation, there is a place on the budget to provide that information. In your narrative you need to identify the source and any restrictions on the use of those funds. This information is required as a part of the proposal and must be included in the page of page numbering, but does not count toward the 30-page proposal limit.

For the purpose of this bid, the Board is interested in the planned amounts for management of service provider staff, overhead costs and the amount planned for direct client costs, as well as the plan by location and management cost centers. The higher the percentage of costs planned for WIA clients and the lower the percentage for administration/overhead costs the better.

Definitions for Attachments B

Program Costs include all costs associated with service staff salaries, fringe benefits, rent, equipment, travel, staff training, supplies and all other non-client service costs.

Management Costs include all costs associated with management staffing within the region and located outside the region. These costs include salaries for Executive Director, President, or Chief Executive Officer; Controller or Accountant; MIS or Quality Control; Human Resources, Information Technology or Consultants who would fill those positions; and support staff to the previously mentioned positions, fringe benefits, rent, equipment, travel, staff training, supplies, accounting, audit, monitoring and all other management costs not associated with direct service to clients. No more than 10% of total budget is allowed for management overhead.

Direct Client Costs are those costs that directly benefit WIA clients. These costs are broken out by Adult, Dislocated Worker and Youth Programs. Such costs include supportive services, tuition, supplies, books, work experience wages, on the job training, and any other cost that directly benefits the WIA customer not included in the other definitions above.

One-page Budget Narrative should be attached that describes the allocation of funds amongst programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget. If corporate funding is proposed to supplement the allocation, identify the source and any limitations on how it can be spent. If applicable, state what your direct client expenditure ratio was for the past two completed program years. This information is required as a part of the proposal and must be included in the page of page numbering, but does not count toward the 30 page proposal limit.

V. Proposal Requirements

- A. Letters of intent to bid on this proposal must be submitted by 4:00 Central Standard time on March 23, 2009.

- B. All proposals must be received no later than 4:00 Central Standard Time on March 23, 2009 in person or by mail or ground delivery to the address indicated. Proposals received after that time will be rejected. The proposals must be received at the address noted in E, not postmarked by the deadline. Faxed proposals will be disqualified from submissions and will not be considered.
- C. Each respondent must submit one original (marked "Original") and five copies of your proposal on 8 1/2" x 11" white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 12. All copies should be submitted unfolded and unstapled. In addition to the hard copies, provide an electronic copy of the narrative and budget. The electronic version may be emailed to rfeldhaus@tap.lafayette.in.us
- D. Your response to the narrative section of the proposal is limited to no more than 30 pages with specific suggested maximum page limitations provided for each section. The total page limitation is firm and is imposed for the sake of the reviewers of your proposal. In the event your response to a specific section is less than the suggested maximum page limit, the remaining pages may be used in another section as long as the total page limitation for the proposal is not exceeded. This limitation does not include other sections of your proposal such as: Attachments, Exhibits, the one page budget narrative, organizational charts and partner letters and letters of agreement by partners. The entire proposal, including Attachments, Exhibits, one page budget narrative, organizational chart and letters must be numbered Page of Page and all included in the document.
- E. Proposals may be submitted "Return Receipt Requested." If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Faxed or electronically transmitted proposals will not be accepted. The transmitting envelope will be clearly marked "proposal" and addressed as follows:

Attention: Roger Feldhaus, Regional Operator
c/o Tecumseh Area Partnership, Inc. (TAP)
976 Mezzanine Drive, Suite C
Lafayette, IN 47905

- F. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.
- Cover Page (Attachment A) – Required as a part of the proposal and must be included in the page of page numbering, but does not count toward the 30 page proposal limit.
 - Table of Contents - Required as a part of the proposal and must be included in the page of page numbering, but does not count toward the 30 page proposal limit.

- Proposal Narrative (IMPORTANT): **The proposal narrative must have the Table of Content headers and must repeat the question being responded to in each section consistent with the narrative in the RFP.** .
- Exhibits – Exhibits are required as a part of the proposal and must be included in the page of page numbering, but they do not count toward the 30-page proposal limit.
 - Business Entity Filing
 - Current and Proposed Organizational Chart
 - Letters of References* - Provide no **more than five letters** of references complete with address, voice, e-mail and fax each demonstrating one or more of the following characteristics:
 - a. Your ability to implement a project which produced intended outcomes while adhering to timeline.
 - b. Projects where partnerships were key to success.
 - c. Your ability to work within a program or project budget
 - d. Your organization's agility and flexibility

* We will not accept letters from individuals on the Regional Workforce Board, Tecumseh Area Partnership Board and staff, the Local Elected Official Board, or Department of Workforce Development employees.

- Attachment B (budget) budget form need to be completed along with a one page budget narrative.
- Attachment B-1 (Staffing Sheet)
- Attachment C (Non-Collusion Affidavit)
- Attachment D (Assurances and Certifications)
- Submit one copy of your audit report for most recent two years, separate from the proposal and should not be included in the page of page numbering. Do provide a separate Microsoft Compatible file containing this document.
- Submit a copy of your most recently filed IRS Tax filing (990 or other).
- Submit a copy of your most recent A-133 audit.
- If you are a current WIA provider submit one copy of your WIA performance report for the most recent two years, separate from proposal and should not be included in the page of page numbering. Do provide a separate Microsoft Compatible file containing this document.

- If you are a current WIA provider submit one copy of your WIA data validation monitoring report for the most recent two years, separate from your proposal and should not be included in the page of page numbering. Do provide a separate Microsoft Compatible file containing this document.
- G. Questions regarding this RFP may be submitted in writing to be sent to Roger Feldhaus, Tecumseh Area Partnership, by email at rfeldhaus@tap.lafayette.in.us . All questions will be responded to, compiled and shared with all bidders who submitted letters of intent by March 2, 2009 and attended the bidders' conference on March 5, 2009. Questions will be accepted up to 4:00 Central Standard Time on March 9, 2009.
- H. Proposals will be reviewed and rated by a team comprised of individuals from the Board, Regional Operator staff, DWD staff, or other independent reviewers. The Regional Operator will select the top proposals and may request those bidders to make a presentation to the Board. Contracting decisions will be a joint responsibility of the Board and Regional Operator. An award decision is expected by April 2009. Programs shall start July 1, 2009 with transition beginning immediately upon selection. The Board will not be responsible for any cost associated with the transition.

The proposal evaluation weights and page limits by section are specified in each section of the RFP. In the event your response to a specific section is less than the suggested maximum page limit, the remaining pages may be used in another section as long as the total page limitation is not exceeded. These weights and page limits are also listed below.

20 points Proposal Narrative – Organization Description, Characteristics, Qualifications & Performance
10 points Partnership, Coordination, and Integration
30 points Plan of Service
10 points Management Plan
10 points Transition Activities
20 points Financial Management & Budget

PROPOSAL COVER SHEET – ATTACHMENT A

Organization's Legal Name			
Contact Person:			
Mailing Address			
Physical Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #		Website	

of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposal.

	Funding	PY 09	
Total Amount of Funds Requested /Committed	Administration	\$	
	WIA Adult Funds	\$	
	WIA Dis. Wkr. Funds	\$	
	WIA Youth Funds	\$	
	Total Funds Requested	\$	
	Other Funds Committed	\$	
	Total Requested/ Committed Funds	\$	
	Grand Total	\$	

Signature:	Printed Name:
Signature Board Chair:	Printed Name:

Check all applicable boxes:

For Profit Corporation		Sole Proprietorship	
Not-for-profit Corporation		Faith-Based Organization	
Partnership		State Agency	
Educational Institution		Labor Organization	
Business Association		Community Based Organization	
Other Public Agency (Specify)		Other	

Attachment C

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the West Central Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of

Commission Expiration Date

Attachment D

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. That it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- 2. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.**
3. The proposing organization possesses legal authority to offer the attached proposal.
4. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
5. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date

GLOSSARY OF TERMS

Talent Assessment Team: In this functional position, staff located in this area will be greeting our customers, determining their needs, and moving them into our WorkOne process. They will refer customers to the services provided by our Faith-based/Community-based partners they need outside our offices. The most important aspects of this position are making customers feel welcome and providing them the information/resources they need. They will also complete the TrackOne application. This position relies on a system of referrals both internally and externally. The customer will be referred to the Solutions Team before they leave the office. The meeting with a Solutions Team member must take place for the client to be enrolled as this is where they receive their first intensive service.

Business Services Team: Match job ready customers with jobs and work closely with Solutions Team and Business Services Representative

Business Services Representative: Connect business in Region 4 to WorkOne Centers.

Common Measures: Performance standards for adults, dislocated workers, and youth enrolled into any of the following programs: Wagner-Peyser, Workforce Investment Act, Veterans, and Trade Adjustment Act. These measures for adults and dislocated workers include placement into employment; job retention; and average wages. Measures for youth include placement into employment, military, or post secondary training; credential; average wages; and literacy and numeracy improvement. For more information on common measures please see the Department of Labor, Employment and Training website:

http://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm

Indiana Career Connect: The State of Indiana's public labor exchange database. This database provides a comprehensive source of Indiana's job openings to assist job seekers in finding employment based on skills and experience and an extensive number of qualified job seekers for employers needing employees. The database can be found here: <https://www.indianacareerconnect.com/>

In-School Youth: Youth between the ages of 14 and 21 who are enrolled in secondary school, alternative school, or post secondary training at the time of enrollment into a Workforce Investment Act program.

Leadership Team: The members of the Leadership Team help implement the Integration Strategy developed by the Regional Operator.

Older Youth: Youth between the ages of 19 and 21 at the time of enrollment into a Workforce Investment Act program.

Out-of-School Youth: Youth between the ages of 14 and 21 who are not enrolled in any type of educational or training program at either the secondary or post secondary level at the time of enrollment into a Workforce Investment Act program.

Product Box: Variety of services including workshops, pre-vocational training, and counseling offered at the WorkOne Centers

Regional Coordinator: Oversees all day-to-day activities within the WorkOne office which has been assigned to them. They will work in coordination and in conjunction with the Regional Operator.

Skills Development & Career Advancement Team: Team staff members will review the QuickGuide pre-assessment results, work history, educational background, and all other skills the customer brings with them into the WorkOne. After reviewing all this information, the staff and customer will develop a schedule of activities to bring all of their skills together to increase the customer's employability. For those customers in need of training or skills development in order to become job ready, they will work more intensively to locate training resources and to determine eligibility for training funds from a variety of sources.

Younger Youth: Youth between the ages of 14 and 18 at the time of enrollment into a Workforce Investment Act program.

REGION 4 SERVICE PROVISION

ATTACHMENT B: PY'09 Budget

ORGANIZATION NAME: _____

Center & Management Costs Expenditures	Mgmt* & General	WorkOne Kokomo	WorkOne Lafayette	WorkOne Covington	WorkOne Crawfordsville	WorkOne Frankfort	WorkOne Logansport	WorkOne Monticello	WorkOne Peru	WorkOne Tipton	Total
Salaries											\$.
Fringe Benefits											\$ -
Travel & Staff Development											\$ -
Occupancy											\$ -
Communications											\$ -
Supplies											\$ -
Furniture & Equipment											\$ -
Professional Services											\$ -
Total Center Costs	\$ -	\$ -	\$ -	\$.	\$ -	\$ -	\$.	\$.	\$.	\$.	\$ -

Direct Client Services	
Third Party Direct & Intensive Training	
Individual Training Accounts	
Career Advancement Accounts	
On the Job Training	
Work Experience	
Other (must describe in Narrative)	
Total Direct Client Costs	\$.

Budget Recap:	
Management & General Costs	\$
Center Costs	\$
Direct Client Services	\$
Total Proposed Budget	\$

*NO CHANGES TO THIS FORMAT ARE ALLOWED. IF PROPOSAL IS SUBMITTED WITH CHANGES IT WILL NOT BE CONSIDERED.

REGION 4 SERVICE PROVISION
ATTACHMENT B-1: PY'09 STAFFING
ORGANIZATION NAME: _____

[illegible]